

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>CLINICAL LAB TECHNICIAN</u> CLASSIFICATION CODE: <u>02724600</u> SALARY RANGE: <u>\$37462- 42035 / PG 3120A</u> REFERENCE POSITION NO.: <u>01074-10000-02117</u> Department or Agency Name <u>BHDDH</u> APPLICATION PERIOD: <u>1/17/13 to 1/23/13</u> Division/Section/Unit <u>HOSPITAL & COMM REHAB SVS</u> GRACE PERIOD ENDS <u>1/26/2013</u> Assignment(s) / Comments <u>7:00 AM TO 2:30 PM - DAYS OFF SAT/SUN</u> Shift and Days: <u>1ST</u> Job Location: <u>ESH/ZAMBARANO HOSP</u> Restrictions/Limitations: <u>N/A</u> Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union: <u>LIUNA LOCAL 808</u> There is ___ is not _ * ___ a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: TO BE RESPONSIBLE FOR PERFORMING A VARIETY OF STANDARDIZED TESTS IN THE CHEMISTRY, HEMATOLOGY, URINALYSIS AND MICROBIOLOGY SECTION OF THE CLINICAL LABORATORY. TO PERFORM VENOUS AND CAPILLARY PHLEBOTOMY PROCEDURES. TO PERFORM ALL PROCEDURES AND QUALITY CONTROL ACCORDING TO METHODS ESTABLISHED BY THE LABORATORY. TO MAINTAIN CLEAR AND ACCURATE RECORDS FOR ALL WORK PERFORMED. TO ASSIST THE LABORATORY IN COMPLYING WITH INSTITUTIONAL AND GOVERNMENTAL REGULATIONS AND INSPECTION REQUIREMENTS FOR JOINT COMMISSION ACCREDITATION. TO DO RELATED LABORATORY WORK AS REQUESTED.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) EDUCATION: Graduation from a senior high school and graduation from an approved school for laboratory technicians. EXPERIENCE: Such as may have been gained through: considerable employment in a technical capacity in a laboratory performing a variety of routine and more complex tests and analyses. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: MUST POSSESS A CURRENT STATE OF RHODE ISLAND LICENSE AS A CLINICAL LABORATORY TECHNICIAN.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Florence Mercurio Fax and e-mail <u>no longer accepted</u> OHHS Human Resources Service Center Benjamin Rush Bldg. TTY/TDD #: <u>711</u> 55 Howard Avenue (Telecommunication Device for the Deaf) Cranston, RI 02920	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER